

# The 2023 Sol Leiman Merit Badge College Program Information



**December 9-10, 2023**

**St. Thomas University  
16401 NW 37th Avenue  
Miami Gardens FL 33054**

## MERIT BADGE COLLEGE 2023 UPDATES

- The Five Arrows program was separated from Merit Badge College in 2021 and will be a stand-alone event held on April 27, 2024 at Camp Elmore.
- The Scout should be 1<sup>st</sup> class or above to take Eagle Required Merit Badges.
- A few Merit Badges now have age recommendations of 15 due to safety and maturity expectations.
- **Scoutmasters are required to approve merit badges before a scout starts them. This applies to Merit Badge College as well.** The Scoutmasters should determine if the scout is mature enough and prepared to work on the merit badge before they are registered to take the class. **Youth who are disruptive or unprepared for a class may be removed from the class.**
- We have added additional classes on Saturday evening and removed some classes during the day that have had very low attendance over the last few years.
- Recording the Scout's completion of Pre-requisite and Post-requisite requirements will be the responsibility of the troop. Merit Badge Counselors will not be marking a merit badge as complete, only indicating which requirements were actually covered during the class for those scouts who were prepared to complete those requirements.
- Scouts and registered adults must be registered under the Troop login, not as individuals in Tentaroo.
  - Troops must pay the \$75 Unit Fee and register at least 2 adults in addition to the Scout registrations. Adults may be instructors or non-instructors.
  - **Troop registration will ask whether or not the troop will be camping at Camp Elmore and which nights. There are NO buses provided. If your unit is camping, you MUST select this option and which nights.**
  - Troop registration will ask how many people will be eating each meal. It is important that we get an accurate count to ensure that enough food is purchased.
- As per the Guide to Safe Scouting, two deep leadership is required on the premise at all times for each unit.
  - Adults may be in classrooms as instructors or assistants as long as the youth know where they can be found..
- Once a unit registers, you will receive an email to select a location at the university where your unit will help monitor and your youth can always find an adult. All units are expected to select an area.
- This is a volunteer run event and therefore all troops need to do their part providing adults to teach or assist with merit badges and wherever needed such as the Trading Post, Kitchen, metal working, woodcarving and others.
- There will be only one counselor spot for each class. Assistant spots range from 1-10 depending on the class and supervision needs..
  - The instructor must be an adult who is at least 21, registered as a Merit Badge Counselor for the class being taught, and have current YPT.
  - The assistant must be a registered adult with current YPT. They will be there as the 2<sup>nd</sup> adult for 2 deep leadership and to support the instructor as needed.
  - A female adult is required in each class where a youth female is attending.
- To register as an instructor, please register in Tentaroo as an Instructor with your unit, then select the classes you want to teach. You must be registered with council to teach that class. If you need to register as a MBC, or update your class list, contact Denise Innes and she can confirm your status and help you get registered if needed.
- If you register as an instructor and have someone you want to be your assistant, have them register with their unit for the same class you are teaching (MBC A – Art and ASST A – Art are working in the same room for that session).
- You may contact Jeanine Kinsey for assistance in registering as an instructor or assistant as well.
- **On November 1<sup>st</sup>, any class without an assigned MBC Instructor will be cancelled.**

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## WEBSITE AND GENERAL INFORMATION

Information about registering units and scouts, class scheduling, Counselor registration, volunteering, fees, and everything “Merit Badge College” is included in this guide. A link to this guide, important updates and the registration link can all be found on the 2023 Sol Leiman Merit Badge College website at <https://sfcbasa.org/events/sol-leiman-merit-badge-college-6/>.

## FEES

\$75 per unit registration (non-refundable)

Youth –

    \$45 per youth attendee until October 29<sup>th</sup>

    \$55 per youth from October 30<sup>th</sup> – November 17<sup>th</sup>.

Adults – There must be a minimum of 2 Adults registered per troop.

    Free - Adults who agree to instruct or assist in at least 4 hours of classes.

    \$25 per adult for Non-Instructor adults.

Once you sign onto the website, you can begin selecting classes right away. However, the unit registration fee of \$75 must be paid at the time you register, or your class scheduling will not be saved.

**NOTE: Each unit should only have one User-ID/Password for the Unit.** Multiple User-IDs/Passwords will result in multiple unit registration fees being applied.

## IMPORTANT DATES

See the 2023 Sol Leiman Merit Badge College link in the “Events” section at <http://www.sfcbasa.org/> for these important dates.

The staff needs “lead time” to properly plan for camping space, meals, classes and instructors. Scouts also need time to prepare for classes that require work to be done before the event. Last minute changes seem inevitable, but in order to minimize the chaos, the staff has set some pre-event deadlines.

<b>Class Cancellation if no counselor registration.....</b>	<b>November 1, 2023</b>
<b>Early Bird Pricing Ends .....</b>	<b>October 29, 2023</b>
<b>Unit registration cutoff.....</b>	<b>November 17, 2023</b>
<b>Scout &amp; Adult registration cutoff.....</b>	<b>November 17, 2023</b>
<b>Scout schedule revisions cutoff.....</b>	<b>November 17, 2023</b>
<b>Payments deadline.....</b>	<b>November 17, 2023</b>
<b>Merit Badge College.....</b>	<b>December 9-10, 2023</b>

## GENERAL SCHEDULE

The following times are subject to change. Please consult the latest schedule posted on the College web site.

Camp Elmore opens for unit campsite check in	.....	Friday, 5 PM
Unit registration/Check-in at (TBA)	.....	Friday, 8 PM – 9 PM
Unit registration Check-in at St. Thomas University	.....	Saturday 7 AM – 6 PM
Merit Badge Counselor registration/Check-in	.....	Saturday 7 AM – 10 PM & Sunday 7 AM – 8 AM
Leader Meeting – Building 23 (SPL & 1 adult per unit <b>required</b> )	.....	Saturday 1 PM

Classes	Saturday:	8:30 AM – 12:30 PM; 2 – 6 PM; 7:30 – 9:30 PM
	Sunday:	8:00 AM – Noon

## 2023 CLASS OFFERINGS

The following classes are being offered this year. We are looking for registered Merit Badge Counselors for each class plus 1-3 assistants depending on the class. MBC positions must be registered as Merit Badge Counselors with South Florida Council for the specific class they are teaching. If you are interested in being an MBC and need to register with SFC, please contact Jeanine Kinsey at [songbirdscout@gmail.com](mailto:songbirdscout@gmail.com) for information on what you need to do.

Any class without an MBC by November 1, 2023 will be cancelled and youth will need to select different classes.

American Business	Electronics	Personal Management
Architecture	Emergency Preparedness	Photography
Art	Engineering	Plumbing
Athletics	Fingerprinting	Programming
Automotive Maintenance	Fire Safety	Public Health
Aviation	First Aid	Public Speaking
Basketry	Genealogy	Radio
Chemistry	Geocaching	Reptile & Amphibian Study
Chess	Golf	Robotics
Citizenship in the Community	Graphic Arts	Salesmanship
Citizenship in the Nation	Healthcare Professions	Scholarship
Citizenship in the World	Insect Study	Scouting Heritage
Coin Collecting	Inventing	Signs, Signals & Codes
Collections	Law	Skating
Communication	Leatherwork	Space Exploration
Crime Prevention	Metalwork	Spanish Interpreter Strip
Dentistry	Moviemaking	Sports
Digital Technology	Music	Weather
Dog Care	Oceanography	Welding
Electricity	Orienteering	Wood Carving

# REGISTRATION & PAYMENT

## UNIT REGISTRATION

A \$75 unit registration fee is required for all units. If the unit does not select this on their own, the administrator will add it to the account and payment will be required before on-line registration closes in order for the unit registration to be complete. The unit registration fee is not a deposit to be applied toward other fees and will not be refunded in the event your unit withdraws its registration. Units must register by midnight of the indicated date on page 4.

ALL REGISTRATIONS ARE TO BE THROUGH **ONE** TROOP ACCOUNT at <https://southfl.tentaroo.com/>.

If you do not know your unit login or need to create a new account, please contact the College Dean, Jeanine Kinsey at [songbirdscout@gmail.com](mailto:songbirdscout@gmail.com). If multiple accounts are used, your Unit will be charged \$75 per account in Tentaroo. All registration for adults, instructors, scouts, and class schedules is done through the same account.

**On-Site registration WILL NOT BE POSSIBLE.**

## SCOUT & ADULT REGISTRATION

Individual registrations and class selection must be entered before midnight of the indicated cut-off date. Every Scout attending Merit Badge College must be currently registered with the Boy Scouts of America in a troop. **This is not a Cub Scout event.**

South Florida Council has a blanket liability policy for the protection of BSA registered leaders and Scouts. It is important, therefore, that adult Scouters and Scouts be properly registered in the Boy Scouts of America.

**The registration fee provides for camping fees, merit badge classes, insurance, participation patch, meals (Saturday breakfast, lunch, dinner, and Sunday breakfast) and tools for handicraft merit badges.** Note: additional fees for handicraft merit badges may be required. Please check Course Pre-requisites on the registration page on the College's website for any fees or pre-requisites. Handicraft items will be paid for at registration and then available for pickup at the college.

**All units must register at least 2 adult Scouters who will be on-site at all times to provide the required 2 deep leadership as per the Guide to Safe Scouting. This is for all units at the event, not just for those camping.**

## SCOUT CLASS SCHEDULING

Scouts' schedules must be finalized by midnight of the indicated date (page 4).

**Note:** After the "Schedule revisions" deadline, the website will not accept additional class registrations, but will allow you to run reports, including unit invoices and Scout's schedules.

**IMPORTANT NOTE:** Be sure to "COMPLETE" the checkout process to save your scouts' schedules any time you make a change, even if you plan to come back later to pay. If your account shows the notice "There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes." your changes are not saved, and your scouts may lose their spots in classes you signed them up for. Final payment must be made by the close of on-line registration, or all registrations will be cancelled.

## SCHEDULE CHANGES/MODIFICATIONS

Scout's class schedules may be modified at any time up to midnight of the date noted above for 'Scout Revisions'. Unit registrars need to ensure the Scouts' schedules are complete and appropriate at that time.

**On-site class/schedule changes will only be allowed for exceptional circumstances.** Scouts requiring schedule changes must be accompanied by an authorized Unit leader. Scout's changing classes will be required to have a "Change of Class" form in order to be allowed into the alternate class (i.e., no "walk-ins" are allowed into any classes).

## MAVERICK SCOUTS

Our program is **NOT** designed for “Maverick Scouts”. However, Scouts of units not registered to attend Merit Badge College may participate. To register as a “Maverick Scout” an ACCOMPANYING ADULT who will be on-site the entire time must register and pay the \$75 Unit Registration Fee. Additionally, the individual participation fee for each accompanying adult and Scout must be paid. A “Maverick Scout” must be accompanied by their parent or legal guardian. Two or more “Maverick Scouts” must be accompanied by 2 deep leaders authorized by their parents or legal guardians.

## MERIT BADGE COUSELORS AND VOLUNTEERS

There is no charge to register as a volunteer or Merit Badge Counselor **who serves at least 4 hours**. These individuals will be provided meals as well. Please note that the Merit Badge College provides the classrooms, camping area, meals and equipment to help provide an environment conducive for learning. **It is up to each troop to help provide instructors for the Merit Badge program.** The College **expects every unit to have adults volunteer their assistance to the College (as counselors, assistants, Food Service and/or other needed assistance).** **\*\*Please note the classes without counselors as of November 1, 2023 will be cancelled and the Scouts will have to be registered in another class.\*\***

## LEADERSHIP

It is the policy of the Boy Scouts of America that ALL Scouting trips and outings maintain “TWO DEEP LEADERSHIP”, one of whom must be age 21 or older. Because of the need for adult volunteers to help run the College, **each Unit is expected to provide a minimum of TWO adults to volunteer their assistance to the College. We are especially in need of Merit Badge Counselors.** All adults must be registered with the BSA and have current Youth Protection Training. Counselors must be registered as Merit Badge Counselors in South Florida Council for the class(es) they are teaching.

For any questions about this program please contact the Dean, Jeanine Kinsey at [songbirdscout@gmail.com](mailto:songbirdscout@gmail.com).

## PAYMENTS

Unit registration must be completed on-line. Payments may be made: On-line with payment via credit card through Tentaroo.

**Final payment, including the unit fee, registration fees based on the number of adults and scouts registered to participate in Merit Badge College, and all Class fees for supplies, must be made online by midnight, or received at South Florida Council no later than noon, November 17, 2023 or the scouts and unit may be dropped from the schedule.**

## REFUNDS

The unit registration fee is non-refundable. On or before the “Scout & Adult Registration” cutoff date, the Scout and Adult registration fee is refundable, provided a written refund or email request is received by the SL-MBC Advisor, Cliff Freiwald ([Cliff.Freiwald@Scouting.org](mailto:Cliff.Freiwald@Scouting.org)). Refunds will be issued via the same method they were made approximately sixty 60 days after the event to the “Leader of Record” per the Unit’s registration. After the “Scout & Adult Registration” cutoff date (page 4), all amounts paid are non-refundable if the Troop or Scout does not attend.

# PROGRAM

## WHICH CLASSES ARE RIGHT FOR MY SCOUTS?

Merit Badge College is an opportunity for Scouts to meet with qualified counselors and earn merit badges needed for advancement toward Eagle Scout. For those merit badges having limited availability of counselors, it is a genuine opportunity that otherwise might have been missed. It is also an opportunity for new Scouts to begin their advancement toward First Class. Statistics prove that Scouts who attain First Class in their first year of scouting stay in the program.

Different Merit Badge Courses at the College are recommended for different ranks/ages. Scouts below the age of 15 may not be recommended not to register for some Merit Badge classes. **Eagle required Merit Badges are recommended for FIRST CLASS Scouts and above.** Please note that we will be using the 2023 advancement requirements.

Scoutmasters are required to approve a merit badge before a scout begins working on that badge. This applies to Merit Badge College as well. Scoutmasters should verify that the youth is mature enough and prepared to begin a merit badge before they are registered. The youth is expected to have the pre-requisites completed before arriving at the event for all Merit Badges they are taking. **As Leaders/Scoutmasters- Please pre-screen and approve your Units youth before registering them to attend any specific classes and ensure they are prepared to participate. If they are not ready, immature, or disruptive they should not be enrolled, and you should wait until a future year when they are ready for a higher-level merit badge.**

NOTE: There are several classes this year where the requirements to be covered at the event will be listed. **All other requirements will be pre- or post-requirements for completion of the merit badge and are the responsibility of the troop.**

Remember it is you, the unit leader, who has final say as to how many and which merit badges a Scout may take at Merit Badge College. We offer a wide variety of merit badges, so take into account the merit badge counselor resources available to your troop and place the restrictions you deem appropriate for your Scouts attending Merit Badge College before approving their merit badge class schedules. The Council suggests that 50% of a Scout's merit badges be earned outside of their immediate troop. The College helps in meeting that goal.

## RIGHT TO LIMIT OR CANCEL CLASSES

We reserve the right to limit registration for Merit Badge College or for any course. We also reserve the right to cancel courses or activities as needed. Although we will work to avoid having to cancel classes, those classes where a Counselor has not volunteered will be cancelled. NOTE: To ensure classes are staffed by Counselors that have had sufficient time to prepare for classes, **those classes that do not have a counselor volunteered to teach as of November 1, 2023, will be cancelled.** The Unit leader will have until midnight November 19th to reschedule scouts that were signed up for a class that had to be cancelled.

## FIRST COME, FIRST SERVED

We have established class size limits to ensure a quality experience for your Scouts. Class attendance must be registered using our official web site. Troops or Scouts will be admitted to other activities on a first paid, first served basis. Many classes fill up quickly, so the sooner you register, enter schedules and make the payment, the better opportunity your Scouts have to register for classes they want.

NOTE: Be sure to "COMPLETE" the checkout process to save your scouts' schedules, even if you plan to come back later to pay. If your account shows the notice "**There are changes or payments for this event in your cart. Please remember to checkout soon to finalize your changes.**" your changes are not saved, and your scouts may lose their spots in classes you signed them up for.

That said, it is also important to schedule wisely. A scheduled and paid Scout is a seat taken, not available to anyone else.



## QUALIFICATIONS FOR ATTENDING EAGLE REQUIRED MERIT BADGES

Because Eagle required merit badge classes have been consistently oversubscribed in previous years, it has become necessary to use the following equal opportunity qualifier to control the enrollment in these classes. Additionally, Counselors have repeatedly reported that certain Merit Badges are not appropriate for younger, less experienced Scouts.

**First Class ranked** (or higher) scouts shall be qualified to attend any of the Eagle required merit badges at Merit Badge College. **Scouts who have not achieved First Class** at the time their registration is submitted should concentrate on other Merit Badges. Other badges may have a recommended age limit of 15 due to safety, maturity or pre requisite expectations.

## MERIT BADGE REQUIREMENTS

Merit Badge requirements are revised from time to time. Merit Badge College will use the latest requirements as specified in the official BSA publications for all merit badges. Be certain the Scouts of your unit understand their obligation to fulfill the latest requirements and are in possession of the latest edition of merit badge books.

Some merit badges require pre-MBC and/or post-MBC counseling. Other merit badges require only at-MBC counseling to successfully fulfill all the necessary requirements. Check the list of prerequisites with your Scouts to determine what requirements should be completed before Merit Badge College. We suggest that each scout/parent look at the prerequisite link on the website for the most current merit badge requirements and those that should be completed before the college in order to be prepared to complete the requirements being offered on-site for the specified merit badge.

Many Merit Badge College Counselors will be available by e-mail, telephone and personally to advise Scouts needing post-college counseling. The requirements completed during the College for each merit badge will be recorded on the Class Attendance and Advancement Report provided to the unit post event. We will only mark which requirements were completed at MBC, not whether a badge was "Completed" or not. **It is the responsibility of the unit to determine final completion status for their scouts.**

## CONCERNS

In the past, Counselors have expressed concerns that:

- Some scouts were not mature enough for the classes they signed up for.
- Some Scouts lacked preparation for the merit badges they sought.
- Some Scouts never bothered to obtain a copy OR READ the merit badge book.
- Scouts attending class were NOT in proper uniform.
- Some Scouts failed to show up for their class.
- Some Scouts tried to get into a class for which they were not registered.
- **Webelos Scouts attended the program prior to crossing over to a Scout troop.**

All Scouts must be enrolled for the merit badges they attend. **Absolutely NO "WALK-INS"** will be allowed in Merit Badge Class. If the Scout is not on the class roster, a 'class registration' slip must be presented to the instructor before the Scout may attend the class. The registration slip can be obtained from the Registrar's Office. If the scouts are not properly prepared and have not completed the pre-requisites, they may not be able to complete the requirements that are covered in class.

Work with your Scouts to register and prepare them appropriately. We have a sophisticated on-line registration system, which is critical to keeping records and planning for courses. Please work your Scouts' registration out carefully.

***It is imperative that each unit work with their Scouts in preparing for the College. A list of pre-requisites for each merit badge is available on the website. The list has been developed to enable scouts to complete merit badges. Completing the prerequisites before College will help ensure that the Scouts receive full credit for a badge, rather than receive a "partial".***

## SERVICES & EXTRA CIRRICULAR ACTIVITIES

### FOOD CONCESSIONS

MBC is not permitted to sell any concessions or snacks due to our contract with the University. There are vending machines on campus, so make sure your youth know to bring cash for the machines.

**UNITS ARE NOT PERMITTED TO BRING FOOD ON CAMPUS FOR YOUR UNITS!**

**This is a requirement from the university and is non-negotiable!**

NO FOOD CAN BE CARRIED INTO THE CLASSROOMS OR AUDITORIUMS.

### ENTERTAINMENT

There will be entertainment consisting of movies provided throughout the weekend. Movies will be shown in an Auditorium on the same schedule as Merit Badge classes. It will be marked on the map.

### TRADING POST

The Trading Post will be located in the same area as the Registration Office.

Specific handicraft merit badges require kits that must be purchased online with the registration. Tickets will be in the unit packet to redeem for the kits at the trading post. Please check the MBC prerequisites list on the website for specific supplies that must be purchased.

We are trying to get Merit Badge Books to sell as well and hope to announce that prior to the event.

Additional Merit Badge College merchandise is available for sale including: cups, T-shirts, polo shirts, pens, pads, pencils, pins, hats and much more. Please encourage youth and adults to stop by and shop.

### WHAT SHOULD I BRING?

Personal gear: In addition to the “normal stuff”, ensure you include: **Field (Class “A”) uniform (REQUIRED FOR ALL MEALS & CLASSES)**; poncho or rain gear; DRINKING CUP or Water Bottle (must have own cup). Bring pens, pencils, paper, loose-leaf binders, clipboards and any other school supplies needed for advancement and merit badge classes. Attendees should also bring hand sanitizer and masks if still required by Broward Schools and/or Scouting guidelines.

### Merit Badge Books

Each Scout is required to be in possession of the Merit Badge Book for the class they are attending. **SUCCESS COMES TO THOSE SCOUTS WHO ARE, INDEED, PREPARED.** It is recommended, that any merit badge books, equipment, materials or supplies be purchased prior to arriving at Merit Badge College.

### Technology and Supplies

Given the number of scouts enrolled in each merit badge class, we are unable to provide individually needed equipment. Scouts need to review the requirements for the merit badges they seek and bring whatever special equipment that’s needed. Please NOTE:

- Finger Printing MB classes - all necessary equipment, materials and supplies will be provided.
- Leatherwork, Metalwork, Basketry and Textile tools will be provided.
  - Consumable products, e.g., leather, metal, basketry and textile kits, **will be paid for with registration** and available for pickup at the MBC Trading Post.
- Space Exploration – rockets and rocket engines must be purchased with the online registration and will be available for pick up at the MBC Trading Post. Additional engines are available for purchase on-site at the trading post.
- Dentistry, Electronics, Plumbing and Welding – the kit will be paid for with the online registration and available for pick up at the MBC Trading Post
- Photography – Scouts should bring a smart phone or camera for this class.
- Moviemaking – Scouts should bring a smart phone or video camera and the cable to connect to the instructor’s laptop to download the video after the shoot it.
- Programming – Scouts should bring a laptop and printouts of any programming they have done before.

## BLUE CARDS

Do not bring "Blue Cards" to College. Each unit will receive attendance and advancement reports post event. Your unit advancement chairman and unit leader may complete blue cards for your scouts based on these reports, should your Council Service Center require them. The South Florida Council retains this information for one year to verify records and answer inquiries. This year, your unit will be able to export completion records directly from Tentaroo to ScoutBook.

## CAMPUS

### UNIFORMING

**The official Merit Badge College Field Uniform (Class "A") must be worn by all Scouts for classes and activities including meals.** The Field Uniform (Class "A") consists of Scout shirt (buttoned and tucked in), shorts/trousers, belt and socks. No sandals are allowed.

### COLLEGE AND CLASS VENUES

The 2023 Sol-Leiman Merit Badge College will be held at **St. Thomas University at 16401 NW 37th Avenue, Miami Gardens FL 33054**, in Miami-Dade County. A College Site Plan will be included in the check-in packet for each unit. They will also be posted at strategic locations throughout the campus. Most Merit Badge College classes will be conducted in a classroom atmosphere at St. Thomas University. Where appropriate, classes will be held outdoors.

### OFF LIMITS AREAS

Scouts are not permitted in the sports fields, unless their class is using the area. Any building not being used by the Merit Badge College program, and any classroom that a Scout does not have a class in is also off-limits. Refer to the map on the last page. Scouts are to stay in the colored areas on the map. Detailed maps will be provided with the location of all classes.

### COLLEGE MEAL PLAN

A complete meal program, including Saturday breakfast, lunch and dinner, and breakfast on Sunday, is included in the Merit Badge College registration fee. All meals will be served at the **University Dining Hall (Building 25)**. Meals will be served buffet style with multiple options for each meal. Each person can only enter the dining hall **ONE TIME** per meal. Once you leave the dining hall, you cannot return for any reason. Meals will be served in shifts, and we need youth to understand that they need to eat quickly and move out so that the next group can get in.

Your 'Nametag' is also your meal ticket and **MUST** be worn to obtain access to the meals. **Field (Class "A") uniform is required to be worn at all meals.**

### PARKING

Vehicles must have a parking pass to enter the university and be parked in LOT 10 adjacent to Building 23, At NO TIME are vehicles allowed onto the grass areas of the school. Please follow directions and guidance provided by on-site staff when arriving, dropping off, or loading/unloading gear.

**Vehicles without a parking pass will not be allowed through the security gate to get on campus. Vehicles without a parking pass or parked in non-designated areas are subject to towing, at the owner's expense.**

### ARRIVAL AND CHECKIN

Please stress to parents that they are not to drop off their child until the unit leader has arrived. Unit leaders, please be on time. Also, make sure that a meeting place has been communicated to the scouts and parents and that they have the phone number of the leader on-site if they need to contact you.

**Camping Units:** Please do not arrive before 5:00 pm Friday at Camp Elmore where you will receive your troop's campsite assignment. Your assigned campsite will be sufficient for the number of adults and scouts registered.

**Unit Check-in:** Unit registration for troops will be available Friday night at **(TBA)** for units and counselors who wish to pick up their packets before Saturday morning. Those who do not pick up their packets Friday night will be checked in on Saturday morning at **St. Thomas University in Building 23. To minimize congestion, please do not bring the entire troop to the registration area. Only bring the personnel required to complete paperwork and carry identity/schedule badges.**

### **CAMP ELMORE**

Equipment may be driven to the campsite Friday night, and the unit trailer may be parked in the site driveway. All vehicles must be returned to the parking lot immediately after equipment is dropped off. **No vehicles may travel to campsites on Saturday during the day, and until Sunday morning after 8 AM. Check out from Camp Elmore is 1PM Sunday.**

### **EQUIPMENT and PROVISIONS**

It is the responsibility of each unit to provide all camping equipment and provisions needed at their campsite. Please keep personal belongings and camp gear secure at all times.

All garbage, refuse, rubbish and trash at troop campsites is that unit's responsibility and must be placed into TIED PLASTIC TRASH BAGS that are properly disposed of into designated refuse dumpsters or carried out on departure.

### **COOKING FIRES and FUELS**

Because cafeteria meals are part of the program, and due to school restrictions, no cooking is permitted at the school.

### **TRANSPORTATION BETWEEN VENUES**

There is no transportation provided between St. Thomas University and Camp Elmore. Units are responsible for transporting scouts between the venues.

### **CHECK-OUT & DEPARTURE**

**Troops may check out at any time between 10:30 am and 12:30 pm Sunday using the following procedure.**

**Non-Camping Units** will be asked to police specific "common use" areas of the campus. These assignments are to be completed before the unit will be dismissed by the College staff. After the successful inspection by a College Staff Member ONE unit leader should pick up their packet, which will include a Merit Badge College patch for each registered, paid adult leader & Scout.

**Camping Units** need to pick up their packet before leaving for camp where you will receive your camp cleanup assignment. Units must thoroughly clean the entire unit campsite area, clean your shared restroom facility, and properly dispose of all refuse. Send a Scout to the Camp Master who will conduct a thorough inspection of the unit campsite and assigned cleanup area, correcting any deficiencies on-the-spot and releasing the unit to leave.

### **CLASS ATTENDANCE AND ADVANCEMENT REPORTS**

Advancement records for your Scouts will be available online after the event, and an email will be sent to the Unit Contacts in Tentaroo with instructions to access them.

## CONDUCT and DISCIPLINE

### COLLEGE CODE

The Scout Oath, The Scout Law and the Outdoor Code shall be the code of Merit Badge College. Scouts and adult leaders are to respect the privacy of others. They shall not walk through or stand around other encampments without first obtaining the expressed permission of the scouts or scouters occupying the campsite.

As with other scouting events, the use of alcoholic beverages, tobacco products, vaping or vape devices, illegal drugs, medical marijuana or controlled substances, firearms, sheath knives and fireworks are positively prohibited. Use of motors, power plants and generators by attending units is not authorized.

Remember that we are guests of St. Thomas University. **There shall be NO LITTERING and NO DEFACING or DESTRUCTION of any dwelling or structure. Adequate adult supervision must be provided by each participating unit. Any building on campus not in use for MB College is OFF LIMITS to ALL Scouts.**

Discipline is the responsibility of the Scoutmaster or other designated adult leader in charge of the unit. A scout whose conduct is not consistent with the College Code will be referred to their Unit Leader and the Dean of the College for appropriate disciplinary action. Units unable to control the conduct of their Scouts will be directed to leave the College and or campgrounds immediately.

### PROPERTY DAMAGE

Each unit and its Sponsoring Organization shall be liable, in the full amount, for theft and/or property damage caused by its adult leaders or Scouts. The Boy Scouts of America and South Florida Council, BSA does not provide insurance protection to units or sponsoring organizations for theft and/or property damage. **All crediting for any completed Merit Badge Classes will be held for the entire Unit until any damage fees assessed have been fully satisfied.**

## HEALTH & SAFETY

### UNIT SUPERVISION

This is a unit event. Each unit is responsible for ensuring that there are two registered adults on-site at all times and that all youth and adults know how to contact them. These adults may teach classes as long as the unit knows where they can be located in an emergency. Upon Check-in, the Registration Office must be given the name and phone# of the primary on-site adult.

### UNIT MEETING SPOT

Each unit should have a previously agreed upon meeting spot at the campus. Parents should know where this is for drop-off and pick-up purposes, and all attendees should know where it is in case of an emergency alert. A map of the campus is available on the website and in this book so that this spot can be communicated to scouts before you arrive at the school. This is a unit event, and parents need to know where they can find the unit when they arrive as the Registration Office cannot help them find you.

### SECURITY

Each registered scout and adult scouter will be issued an ID badge that **MUST** be worn at all times. Visitors are required to sign in at the College registration office and obtain a Guest ID Badge. **Anyone not having an authorized MBC ID Badge will be asked to leave the MBC event area.**

Since there may be university staff and university students on campus, units will need to exercise their own vigilance. Secure personal effects and valuables under lock & key. Report any incidents or problems to College Security, located at College Headquarters.

## **FIRST AID STATION**

A First Aid Station will be located on campus in the Registration Office. Illness or injury treated at the unit level MUST also be reported and logged at the First Aid Station. Serious illness or injury will be referred for medical attention, as required.

## **MEDICAL FORMS**

Each unit is required to have current medical forms on-site for all attendees including youth and adults. The on-site adult contact must be able to locate these for the First Aid station in an emergency.

## **ID BADGES**

Identification badges will be distributed at unit check-in only for registered Scouts and adults. The ID badges will be each participant's meal ticket and admission to classes. The **BADGE MUST BE PROPERLY WORN AT ALL TIMES ON THE LANYARD PROVIDED**. The ID badge is also a meal ticket. NOBODY will be granted access to meals without their ID badge. If an ID badge is lost, the participant and a unit leader must go to the Registrar's office for a replacement.

## **EMERGENCY ALERTS**

In the event of an emergency due to fire, severe weather, a lost person or the need to evacuate the area, please follow the directions below.

### **What to do first**

When an Emergency Alert is sounded, all scouts and adult scouters shall immediately return to a previously agreed upon spot for your unit.

The adult unit leader in charge shall take a roll count of all scouts and adult scouters for whom they are responsible and send a runner to the College Security Office at the Registration Office to report unit status and await further instructions from the College Dean.

College Staff shall return to their assigned areas, secure their areas and then immediately report to the College Security Office for further instructions.

The College Dean will dispatch College Staff, with advisories and instructions, to adult unit leaders. It is essential that adult unit leaders follow the College Dean's orders or instructions during an Emergency Alert.

## **FIRE**

If the School Fire Alarm goes off, all attendees should follow the fire escape plan for the room they are in. Once clear of the building, they should return to the Unit Meeting Spot, or contact the unit leader if that spot is not accessible to notify them of their location. The adult unit leader shall direct the Troop to follow any additional instructions issued by the College Dean.

## **SEVERE WEATHER AND LIGHTENING**

This is an indoor event for the most part. In the event of severe weather, anyone who is not indoors already should move into the closest building for the duration of the storm.

If you hear thunder, go to the nearest shelter or building. Be sure you are not the tallest object around or the object closest to the clouds. You must make yourself as short as possible, covering as little of the ground as possible. Be aware that lightning can strike you from as far away as 5 miles!

## **LOST PERSON SEARCH**

In the event of a lost person, the name and description of the lost person and an assigned search area will be given to each adult unit leader in charge.

After the assigned search area has been covered, the adult unit leader in charge will send a runner to the Registration Office to report completion and await further instructions. The search will continue until the missing person is located or until the Emergency Alert is recalled by the College Dean.

## **PERSONAL INJURY**

In all instances involving emergency first aid, the adult leader at the scene shall dispatch a runner to the Registration Office for additional assistance. The College First Aid Officer will take charge upon arrival at the scene. Under no circumstances should a seriously injured person be moved without proper assistance. All accidents or injuries requiring first aid must be reported to the College Registration Office.

## **ABSENCES, ARRIVALS and EARLY DEPARTURES**

Units are required to check-in with the Registration Office upon arrival and check-out when they leave the campus. The Registration Office is required to have the contact information for an adult, or adults, who will be on-site at all times that any youth member of the unit is on-site. No youth is to leave the campus without properly signing out with their unit. **Parents should be informed that this is a unit event, and that they cannot check their child in or out through the Registration Office.**

# **HISTORY**

## **ABOUT MERIT BADGE COLLEGE**

Advancement is the keystone of the Scouting program because it builds a scout's confidence, gives them self-esteem and motivates them to stay in scouting for the long haul. Advancement is the engine that builds membership and participation in all other scouting activities.

During the past several years, earning merit badges had become increasingly difficult for most Scouts. District Counselor lists were outdated, and many Counselors were unavailable. Earning merit badges often became difficult, and sometimes impossible.

Merit Badge College was started in 1992 under the direction of then Advancement Chairman Sol Leiman. Since then, it has become the largest and most important activity for Scouts in the South Florida Council. Merit Badge College is not a program that guarantees advancement. But, rather, it is an opportunity for Scouts to meet with qualified counselors, to help them earn the merit badges they need for advancement. For those merit badges with a limited availability of counselors, it is a particularly important opportunity that otherwise may have been missed. MBC is an important opportunity for you, as the adult unit leader, to begin or continue a vigorous advancement program for your Troop.

Merit Badge College has helped scouts advance further, kept more youth in Scouting and, in several instances, even helped deserving scouts who otherwise might have missed the opportunity, to become Eagle Scouts. We have seen the results. **THE PROGRAM WORKS!**

Merit Badge College will continue to work, only if you participate, and help your Scouts to succeed. Start now to discuss with your Scouts what merit badges they plan to earn. Encourage them to wisely schedule classes and to use their time.

Be sure your scouts understand their obligation to be prepared, if their expectation is to complete a merit badge. If projects are required, see that they are completed prior to arrival at Merit Badge College. See the link to prerequisites on the web site.

It is the unit, however, who determines, finally, whether or not the scout has satisfactorily completed the requirements for a merit badge.

## THE FIVE ARROWS ADVANCEMENT PROGRAM

Merit Badge College enhanced the program so that all scouts could participate rather than only those First Class, Star, Life and Eagle Scouts for whom it was originally intended.

In 1996 the college instituted the Five Arrows program, targeted to Tenderfoot, Second Class and First Class Scouts. The Five Arrows curriculum concentrates on the “early rank” advancement requirements in the Five areas of Scout Craft, Citizenship, First Aid, Physical Fitness and Personal Development. From Scout to First Class, each rank requires a demonstration of knowledge and proficiency in each of the Five Arrows areas.

Over the years this program has grown, as has the demand for more Merit Badges to be offered. In 2020, it was decided to separate the Five Arrows program into its own event to be held in April or May each year to support the new crossover scouts before they head to Summer Camp.

## CAMPUS MAP



Registration, Trading Post, Instructor Supplies, movies and approximately half of the classes will be located in building 23. Other buildings being used may include 1, 3, 4, 8, 18, 22, the area in front of 9 and some of the outdoor areas around building 23. Space Exploration may use the Baseball Diamond. Meals are in 25- Dining Hall.